

810-5-9-.06 **Guidelines for Filing a Request for Additional IFTA Decals.**

(1) An IFTA licensee may ~~purchase request~~ additional ~~qualified motor vehicles IFTA decals during the license year, or add leased vehicles to the fleet, and need to purchase additional decals.~~ by providing a completed *Request for Additional Decals* form MV:IFTA-5 and decal fee(s). ~~In order to purchase additional decals, the following information must be provided by the licensee on, The *Request for Additional IFTA Decals, Form MV:IFTA-5* form will include the following information:~~

- (a) Company name and mailing address, including DBA; if applicable;
- (b) Total number of decal sets needed;
- (c) Total amount due;
- (d) IFTA Account Number and Fleet Number;
- (e) Signature;
- (f) Date;
- (g) Telephone number, including the area code.

(2) In order for the *Request for Additional IFTA Decals, Form MV:IFTA-5*, to be approved, the applicant must not have any delinquent IFTA quarterly fuel use tax ~~reports~~ returns or outstanding liabilities. Either occurrence will be grounds for rejecting the request.

(3) Rejected requests, ~~along with the remittance for decals,~~ will be returned, by the Department, to the mailing address provided on the request form, accompanied by a Form MV: IFTA-REJECT outlining the reason(s) the request was rejected.

(4) IFTA licensees may appeal the denial of an additional decal request by filing a notice of appeal with the Department's Administrative Law Division pursuant to Section 40-2A-8, Code of Alabama 1975.

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Authority: Sections 40-2A-7(a)(5) and 40-17-271(c), Code of Alabama 1975
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